



## St.Marys Ringette Association Policy

Policy Title: Screening of Volunteers
Date revised: October 2016
Date reviewed: March 30 2020
Date Revised: September 2021
Date Approved: 20 Sept 2021
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Date Approved: 22 November 2021

### Purpose:

St Marys Ringette Association has a legal, ethical, and moral duty of care to its players. As such we have develop this policy to ensure through and careful screening of the people who work directly with them.

This document formally establishes the policy and process for Police **Vulnerable Sector Checks** and **Enhanced Police Checks** for St. Marys Ringette Association Board Members, Coaches, Trainers and Managers.

### Application:

- All members of the St. Marys Ringette Association Executive Board who have direct contact with minors or vulnerable individuals, and all Coaches, Assistant Coaches, Trainers and Managers are required to complete a Vulnerable Sector Check once every three years.
- Members of the St Marys Ringette Association Executive Board who have no direct contact as a result of their role with minors or vulnerable individuals are required to complete an Enhanced Police Check once every 3 years. They are required and to provide an [Annual Attestation Form](#) in intervening years.
- Copies of Vulnerable Sector Checks completed for other organizations (schools, hockey, etc) are also acceptable for any of the above roles.

In the case where a volunteer's employment requires regular completion of a vulnerable sector check (i.e. School Board Employee), disclosure of a copy of the completed check or a signed letter of assurance from their employer stating that one has been completed, without issue, including the valid date will be acceptable.

Copies of the completed Vulnerable Sector Checks or Enhanced Police Checks are to be disclosed to the SMRA Secretary by November 1<sup>st</sup> who will keep a record that they have been witnessed, but will not retain a copy. If they are not disclosed:

- the coach, trainer or manager will be ineligible to be listed on the TRF and will be ineligible to participate on the bench until such time as it has been witnessed.

- The SMRA Board Member will be suspended from serving on the Board until it has been witnessed.

## **How to Apply:**

### **A. Vulnerable Sector Check**

If you need to apply for, or to renew a Vulnerable Sector Check, you may be able to do so online, **but you must apply to the police service for the area in which you live.**

For either Police Service please **contact the St. Marys Ringette President for a Vulnerable Sector Check letter from SMRA before applying for your Police Check to ensure you are not charged a fee if fingerprinting is required.**

1. **Stratford Police Service** - [Apply online](#) to the Stratford Police Service if you reside within the geographical boundaries of the City of Stratford, Perth South or St. Marys. If you are unsure of the boundaries for the City of Stratford, Perth South or St. Marys you can call the Stratford Police Service to obtain further information at 519-271-4147 x278 before moving forward.
2. **Ontario Provincial Police** - If you reside elsewhere, you should contact your local Ontario Provincial Police detachment. Some detachments are providing a walk-in service and others are operating by appointment, and COVID restrictions may apply. [A fillable form](#) is available to complete on the OPP website. Please note your local OPP detachment will only complete Vulnerable Sector Checks if you reside within OPP jurisdiction.

Your Police Check is valid for 3 years from the date of issue. Head Coaches need to ensure all bench staff have provided up to date Police Record Checks to the Association Secretary.

### **B. Enhanced Police Check**

If you need to apply for, or to renew an Enhanced Police Check, you can do so online using the service provided by Sterling Backcheck in partnership with Ringette Ontario. **A fee of \$25.00 is required for all applications and a further fee may be payable if fingerprints are subsequently required.**

The link for Enhanced Police Checks can be found on the [Ringette Ontario website](#)